



## BOBJ REPORT DESCRIPTION

### BP038 Employee Headcount by Org Structure

#### Report Description:

The BP038: Employee Headcount by Org Structure shows employee headcounts over a single month time period. Free characteristics include demographics and employee pay information besides Employee veteran status and military status.

#### Report Location:

PA: Employee Headcount

#### Report uses:

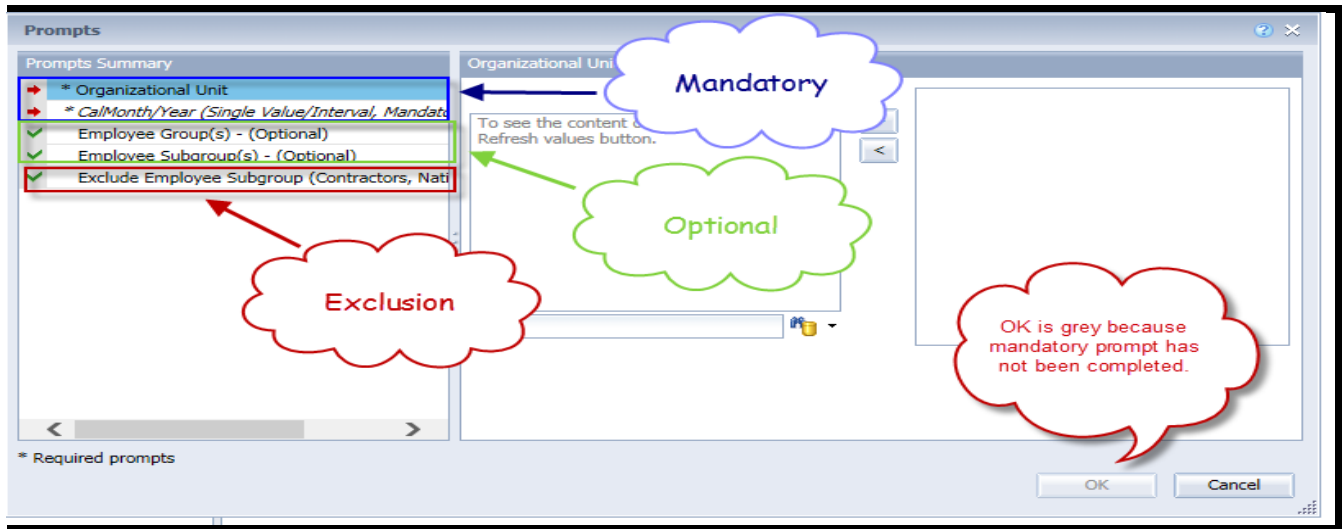
- This report shows employee headcounts over a single month time period.
- This report counts the total number of active employees with a break down by SPA/EPA, Supplemental/Judicial as of the end of the calendar year/month specified.
- This report extracts employees from IT0001 in SAP ERP, or from the PMIS Employee snapshot data. Data from PMIS is available for any month from the years 2000 to 2007/2008 (to Beacon go-live date) for the Beacon agencies, and from 2000 to 2011 for University SPA employees. It lists the number of employees for the organizational unit selected as of the end of the calendar month/year specified.
- This report provides information on veteran status, military status, different veteran types and a veteran summary.
- This report provides employee headcount by ethnicity and salary range.
- Review Available Objects if additional fields are required. Available Objects include demographics and employee pay information.

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## How to run this report

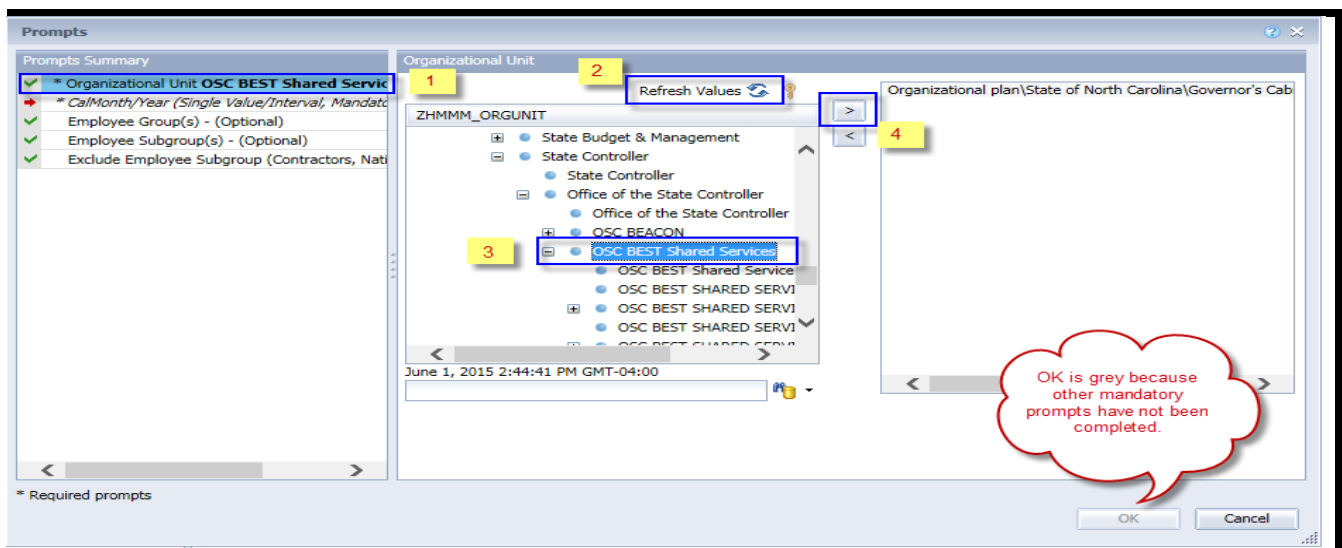
This report has two mandatory prompts, two optional prompts and one exclusion prompt.



## Mandatory Prompts:

Mandatory prompts have a red asterisk indicator (\*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ **\*Organizational Unit** – To select data for this prompt, make sure you have “Organizational Unit” selected (1), then click on the “Refresh Values” icon to see the list of Org Units to choose from (2), navigate down to the desired OrgUnit (3), and click on the right arrow to add it to the selection box (4).



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- ➔ **\*Calendar Month/year (Single Value, Mandatory)** – To select data for this prompt, make sure you have the Calendar Month(s)/Years prompt selected (1), click on “Refresh Values”(2), in the search box narrow down the date selection by using the wildcard \*YYYY format and press the enter key (3), click on the date in your range (4), click on the right arrow button (5), If no other prompts are required click the “OK” button to run the report.

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' lists several prompts, with 'Calendar Month/Year (Single Value, Mandatory)' highlighted. The main area shows a list of months from 01/2015 to 08/2015. A search box contains '\*2015'. A date '05/2015' is selected. A right arrow button is highlighted. A speech bubble says 'If no additional prompts are required click ok.'

### Optional Prompts:

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

- ✓ **Employee Group(s) - (Optional):** To select data for this prompt, Make sure the “Employee Group(s) - (Optional)” prompt is selected (1), in the search box narrow down the Employee Group selection by using the wildcard \* format and press the enter key (2), Navigate down to the desired Employee Group (3), click on the right arrow button for “Employee Group” (4), OR if you know the Employee Group key or Employee Group name already, you can skip steps 2 through 4 and enter it directly in (5) and then click on the “>” icon (6) to select.

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' lists several prompts, with 'Employee Group(s) - (Optional)' highlighted. The main area shows a list of employee groups: SPA Employees, Supplemental Staff, and Supplemental Staff. A search box contains '\*'. A right arrow button is highlighted. A speech bubble says 'If no additional prompts are required click ok.'

- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt, Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1), in the search box narrow down the Employee Subgroup selection by using the wildcard \* format and press the enter key (2), Navigate down to the desired Employee Subgroup (3), click on the right arrow button for “Employee Subgroup” (4), OR if you know the Employee Subgroup key or Employee Subgroup name already, you can skip steps 2 through 4 and enter it directly in (5) and then click on the “>” icon (6) to select.

The screenshot displays the 'Prompts' dialog box. On the left, the 'Prompts Summary' pane lists several prompts, with 'Employee Subgroup(s) - (Optional)' selected and marked with a yellow '1'. The main area is titled 'Employee Subgroup(s) - (Optional)' and contains a search box with a yellow '5' and a list of employee subgroups. The subgroup 'FT N-FLSAOT Prob' is highlighted with a yellow '3'. A date/time stamp 'June 1, 2015 3:27:00 PM GMT-04:00' is shown with a yellow '2'. The right arrow button is marked with a yellow '4', and the left arrow button is marked with a yellow '6'. A speech bubble indicates 'If no additional prompts are required click ok.' The 'OK' and 'Cancel' buttons are at the bottom right.

**Note:** Please select an Employee Subgroup relevant to the Employee Group selected. Otherwise report will show no result.

## Exclusion Prompts:

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

- ✓ **Exclude Employee Subgroup (Contractors, National Guard) G1; G5** – To remove this exclusion, make sure the Exclude Employee Subgroup prompt is selected (1), click on G1 and/or G5 in the selection box (2), click on the left arrow (3).

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' list on the left and a 'Type values here' field on the right. The 'Prompts Summary' list includes several prompts, with 'Exclude Employee Subgroup (Contractors, National Guard) G1;G5' highlighted and marked with a green checkmark. A yellow callout bubble with the number '1' points to this prompt. The 'Type values here' field contains 'G1' and 'G5', with a yellow callout bubble with the number '2' pointing to it. A yellow callout bubble with the number '3' points to the left arrow button. A callout bubble at the bottom right says 'If no additional prompts are required click ok.' The 'OK' and 'Cancel' buttons are at the bottom right.

If you want Contractors to be included in the report, then click on the left arrow to clear G1 from the prompt and run.

## BP0038 EMPLOYEE HEADCOUNT BY ORG STRUCTURE

### Initial Layout:

The report is generated with a list of Organizational No. of Employees by Employee Subgroup for each month. This is a sample of the report:

BP038: Employee Headcount by Org Structure as of 02/2018									
Execution Date: 2/20/18									
Personnel Area	Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees
State Controller	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT N-FLSAOT Perm	7				7
State Controller	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT N-FLSAOT Perm	1				1
State Controller	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Perm	5				5
State Controller	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Prob	5				5
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT N-FLSAOT Perm	1				1
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Perm	4				4
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Prob	2				2
Personnel Area - State Controller					25				25
Total					25				25

This report has 5 tabs at the bottom of the screen and each one is a report of its own kind and provides a detailed and summary info of EE Head Count, Military and Veteran status, Ethnic Origin and Salary Range, etc.

BP038 Employee Headcount	EE Headcount Military & Veteran	Veteran Summary	Ethnic Origin	Salary Range by Gender
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The following are the list of tabs available in BP038:

- BP038 Employee Head Count
- EE Headcount Military & Veteran
- Veteran Summary
- Ethnic Origin
- Salary Range by Gender

## ***BP0038 EMPLOYEE HEADCOUNT BY ORG STRUCTURE***

### **BP038 Employee Head Count**

This report tab counts the total number of active employees with a break down by SPA, EPA, Supplemental and Judicial as of the end of the calendar year/month specified.

<b>BP038: Employee Headcount by Org Structure as of 02/2018</b>										Execution Date: 2/20/18
Personnel Area	Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees	
State Controller	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT N-FLSAOT Perm	7				7	
State Controller	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT N-FLSAOT Perm	1				1	
State Controller	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Perm	5				5	
State Controller	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Prob	5				5	
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT N-FLSAOT Perm	1				1	
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Perm	4				4	
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Prob	2				2	
Personnel Area - State Controller					25				25	
Total					25				25	

This report has a break total on Personnel Area and it also has an ascending sort on Personnel Area.

# BPO038 EMPLOYEE HEADCOUNT BY ORG STRUCTURE

## EE Headcount Military & Veteran

This report provides information on veteran status, military status, and different veteran types.

### EE Headcount Military & Veteran as of 02/2018

Execution Date: 2/20/18

Personnel Area	Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Military Status	Veteran Status	Protected Veteran	Special Disabled Veteran	Vietnam Era Veteran	Other Protected Veteran	Recently Separated Veteran	Armed Forces Service Medal Veteran
State Controller	20010650	OSC BEACON PROD/ TECH Functional	SPA Employees	FT N-FLSAOT Perm	10/Not assigned	X	#	#	#	X	#	#
State Controller	20010656	OSC BEACON PROD/ TECH APP BI	SPA Employees	FT N-FLSAOT Perm	10/Not assigned	X	#	#	#	X	#	#
State Controller	20010657	OSC BEACON PROD/ TECH Applications	SPA Employees	FT N-FLSAOT Perm	10/Not assigned	X	#	#	#	X	#	#
State Controller	20012263	OSC BEACON PROD/ TECH Netweaver	SPA Employees	FT N-FLSAOT Perm	10/Not assigned	X	#	#	#	X	#	#

... report continues

Disabled Veteran	Not a Protected Veteran	Separated Veteran	Retired Veteran	Spouse of Disabled Veteran	Spouse or Surviving Dependent of Deceased Veteran	Number of Employees
#	#	#	#	#	#	1
#	#	#	#	#	#	1
#	#	#	#	#	#	1
#	#	#	#	#	#	1
Personnel Area - State Controller						4
Total						4

This report has filter to include in the report only the employee records that have one or more of the following flags marked: Veteran Status, Military Status, Retired Veteran, Separated Veteran, Spouse of Disabled Veteran or Spouse or Surviving Dependent of Deceased Veteran. The flag Veteran Status is used for all other Veteran Types.



# BPO038 EMPLOYEE HEADCOUNT BY ORG STRUCTURE

## Veteran Summary

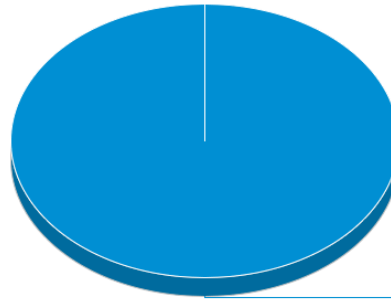
This report provides summary information on veteran status including a pie chart and summary table count on different veteran types.

### Veteran Summary as of 02/2018

Execution Date: 2/20/18

Veterans by Employee Group

Employee Group  
■ SPA Employees



SPA Employees (100 %)

... report continues

### Veterans by Employee Group

Veteran Status	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees
X	4				4
Total	4				4

### Veterans Type

Veteran Status	Protected Veteran	Special Disabled Veteran	Vietnam ERA Veteran	Other Protected Veteran	Recently Separated Veteran	Armed Forces Service Medal Veteran	Disabled Veteran	Not a Protected Veteran
X				4				

Note : Employees may have more than one Veterans Type

### Additional Veteran Status

Separated Veteran	Retired Veteran

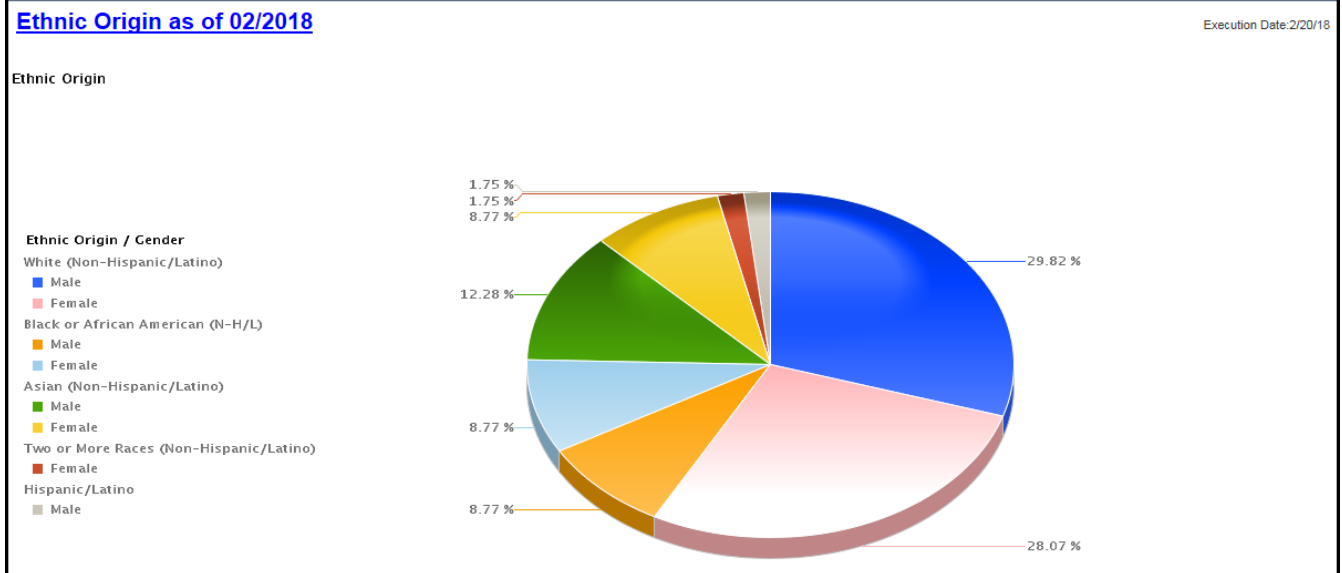
### State Statute

Spouse of Disabled Veteran	Spouse or Surviving Dependent of Deceased Veteran

# BPO038 EMPLOYEE HEADCOUNT BY ORG STRUCTURE

## Ethnic Origin

This report provides ethnicity information by Employee Group and Gender. This report includes a pie chart and summary table count on Employee Group and Gender.



... report continues

Ethnic Origin	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees	Ethnic Origin	Male	Female	Total
White (Non-Hispanic/Latino)	33				33	White (Non-Hispanic/Latino)	17	16	33
Black or African American (N-H/L)	10				10	Black or African American (N-H/L)	5	5	10
Asian (Non-Hispanic/Latino)	12				12	Asian (Non-Hispanic/Latino)	7	5	12
Two or More Races (Non-Hispanic/Latino)	1				1	Two or More Races (Non-Hispanic/Latino)		1	1
Hispanic/Latino	1				1	Hispanic/Latino	1		1
<b>Total</b>	<b>57</b>				<b>57</b>	<b>Total</b>	<b>30</b>	<b>27</b>	<b>57</b>

# BPO038 EMPLOYEE HEADCOUNT BY ORG STRUCTURE

## Salary Range

This report provides employee salary range by Employee Group and Gender. This report includes a pie chart and summary table count on Employee Group and Gender.

Salary Range by Gender as of 02/2018											
Execution Date: 2/20/18											
Salary Range	Gender	Male				Number of Employees	Female				Number of Employees
		SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees		SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	
\$50,000 - \$54,999	1	1				1					
\$55,000 - \$59,999	8	4				4	4				4
\$60,000 - \$64,999	1	1				1					
\$65,000 - \$69,999	2	1				1	1				1
\$70,000 - \$74,999	7	1				1	6				6
\$75,000 - \$79,999	5	2				2	3				3
\$80,000 - \$84,999	7	1				1	6				6
\$85,000 - \$89,999	10	9				9	1				1
\$90,000 - \$94,999	2	1				1	1				1
\$95,000 - \$99,999	2	1				1	1				1
\$100,000 - \$104,999	2	1				1	1				1
\$105,000 - \$109,999	5	4				4	1				1
\$110,000 - \$114,999	1	1				1					
\$115,000 - \$119,999	3	1				1	2				2
\$130,000 - \$134,999	1	1				1					
Total	57	30				30	27				27

## BPO038 EMPLOYEE HEADCOUNT BY ORG STRUCTURE

### Available Objects:

This is a list of the available objects that can be added to the report, once in Design mode:

Available Objects ▾		
Type here to filter tree		
<div>  B0161: Employee Headcount Over Time         </div> <ul style="list-style-type: none"> <li> Action Type</li> <li> Agency Hire Date</li> <li> Age Range</li> <li> Calendar Day</li> <li> Cal Mth/Yr</li> <li> Challenge Indicator</li> <li> Country</li> <li> Disability code</li> <li> Employee</li> <li> Employee's Name</li> <li> Employee Group</li> <li> Employee Subgroup</li> <li> Employment Status</li> <li> Emp Pay Area</li> <li> Emp Pay Group</li> <li> Emp Pay Level</li> <li> Emp Pay Type</li> <li> ESG CAP</li> <li> Ethnic Origin</li> <li> Fiscal period</li> <li> Fiscal year</li> <li> Fiscal year/period</li> <li> Fiscal Year Variant</li> <li> Gender</li> <li> Job</li> <li> Job Branch</li> <li> Job Family</li> </ul>	<ul style="list-style-type: none"> <li> Length of Service</li> <li> Military Status</li> <li> Organizational Unit</li> <li> Original Hire Date</li> <li> Personnel Area</li> <li> Personnel Subarea</li> <li> Pos Addr Street</li> <li> Pos City</li> <li> Pos Country</li> <li> Pos County</li> <li> Position</li> <li> Prior Position</li> <li> Retired Veteran</li> <li> Salary Range</li> <li> Separated Veteran</li> <li> SOC Code</li> <li> Spouse of Disabled Veteran</li> <li> Spouse or Surviving Dependent of De</li> <li> State</li> <li> Supv Employee</li> <li> Supv Position</li> <li> Vet: Armed Forces</li> <li> Vet: Disabled Veteran</li> <li> Vet: Discharge date</li> <li> Vet: Non Veteran</li> <li> Vet: Not Protected</li> <li> Vet: Other Protected</li> <li> Vet: Protected</li> <li> Vet: Recently Separated</li> <li> Vet: Special Disabled</li> <li> Vet: Vietnam Era</li> <li> Veteran Status</li> </ul>	<ul style="list-style-type: none"> <li> EPA Employees</li> <li> Judicial Employees</li> <li> Number of Armed Forces Veterans</li> <li> Number of Disabled Veterans</li> <li> Number of Employees</li> <li> Number of Employees with Military St</li> <li> Number of Non Veteran Employees</li> <li> Number of Other Protected Veterans</li> <li> Number of Protected Veterans</li> <li> Number of Recently Separated Vetera</li> <li> Number of Retired Veterans</li> <li> Number of Separated Veterans</li> <li> Number of Special Disabled Veterans</li> <li> Number of Unprotected Veterans</li> <li> Number of Veteran Employees</li> <li> Number of Vietnam ERA Veterans</li> <li> SPA Employees</li> <li> Spouse of Disabled Veterans Headcou</li> <li> Spouse or Surviving Dependent of De</li> <li> Supplemental Employees</li> </ul> <div>  Variables           <ul style="list-style-type: none"> <li> Armed Forces Service Medal Veter</li> <li> Cal Year/Month</li> <li> Disabled Veteran</li> <li> Military Status</li> <li> Non-Veteran</li> <li> Not a Protected Veteran</li> <li> Other Protected Veteran</li> <li> Protected Veteran</li> <li> Recently Separated Veteran</li> <li> Special Disabled Veteran</li> <li> Veteran Status</li> <li> Vietnam ERA Veteran</li> </ul> </div> <div> </div> <div>Arranged by Alphabetic order ▾</div>

### Special Report Considerations/Features:

- Employee Subgroup G1 – Contractors and G5 – National Guards are excluded from the report. Refer the Exclusion Prompt “**Exclude Employee SubGroup (Contractors, National Guard) G1; G5**” for details.
- Employment Status - Active. Report runs for Active Employees only.
- PMIS data retrieved prior to July 2007 will have the BEx query key date of June 30, 2009.

## ***BPO038 EMPLOYEE HEADCOUNT BY ORG STRUCTURE***

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### **Change Log:**

<b>Effective Date</b>	<b>Change description</b>
3/3/2016	Initial version, completed in pilot.
2/22/2018	Modified initial report to bring it up to BI and BOBJ standards.